



## **Pine Lake Country Club**

### **Server Assistant/Food Runner**

#### **Job Summary**

Serving Assistants ensure that empty tables are ready to receive new guests. They assist in the meal shift prep and work closely with servers to increase the members service experience.

#### **Responsibilities and Duties**

Position responsibilities include, but may not be limited to the following:

- Sets up tables with china, glassware, and silverware
- Removes soiled dishes, silverware, condiments, and crumbs from table as service progresses.
- Removes soiled linen from tables and replaces with clean linen.
- Fills water glasses with ice water, brings bread, butter, cheese, and crackers to the table. Refills water glasses and butter as necessary.
- Fills Ice Bins
- Maintains his/her work area in the highest sanitary condition.
- Assists in carrying food trays for tables and affairs.
- Removes soiled dishes from Dining rooms to the dishwasher.
- Prepares cheese dip, butter, and cracker baskets for dining rooms.
- When asked, may bring extra items requested by members or their guests.
- Stock service areas with glasses, silverware, and other supplies.
- Does light cleaning of the Dining Room and service area.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to work long hours, evenings, holidays, weekends.
- Ability to remain on feet the majority of the workday.

#### **Qualifications and Skills**

Previous serving experience preferred, but not required, willing to train.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religions, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class

Job Type: Full-time, Part-time

**Please contact Allie Wild, Food and Beverage Manager, at 248.682.1300 or email [allie@pinelakecc.com](mailto:allie@pinelakecc.com) if you are interested in this position.**